

# How to create folders for documents in Google Docs

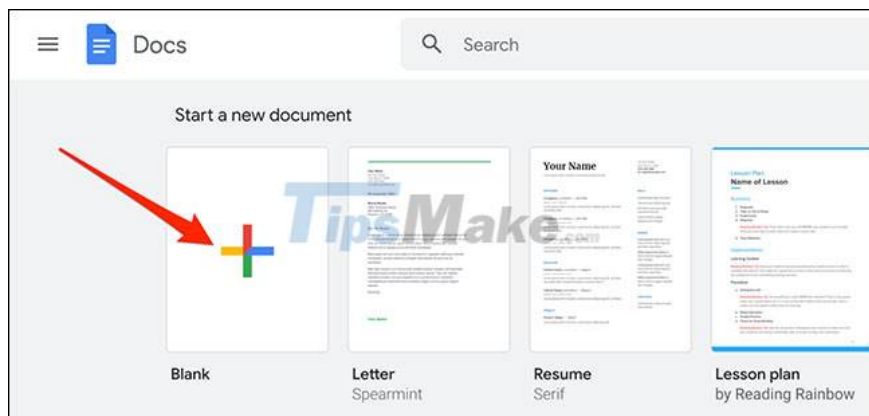
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You don't have to open Google Drive to create a new folder containing your Google Docs documents. This is completely doable right in the Google Docs interface on the web and mobile apps.

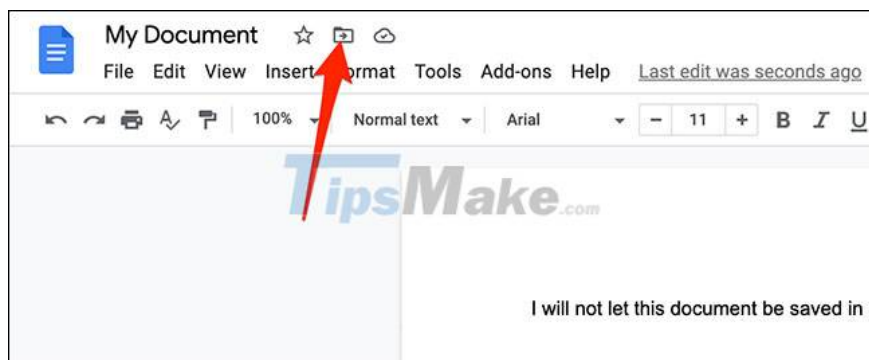
## How to create folders in Google Docs web

First, open any browser on your computer, then go to Google Docs.

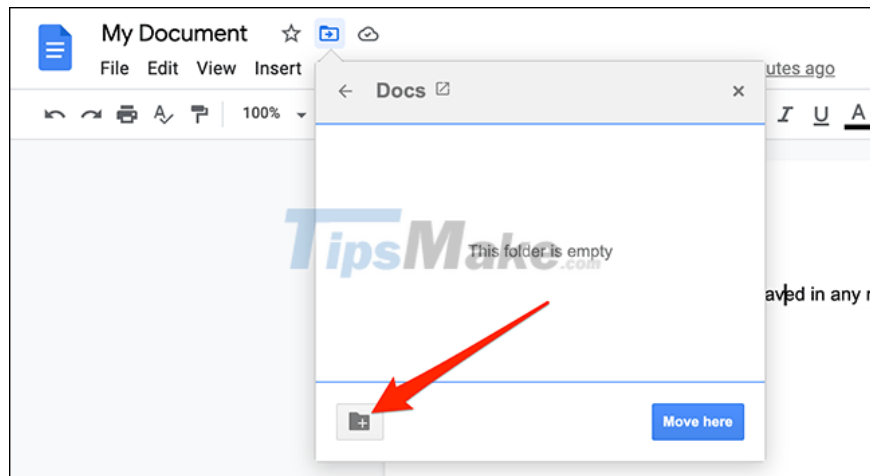
On the aggregation page, select the documents you want to include in the new folder. Or create a document by clicking 'Blank'.



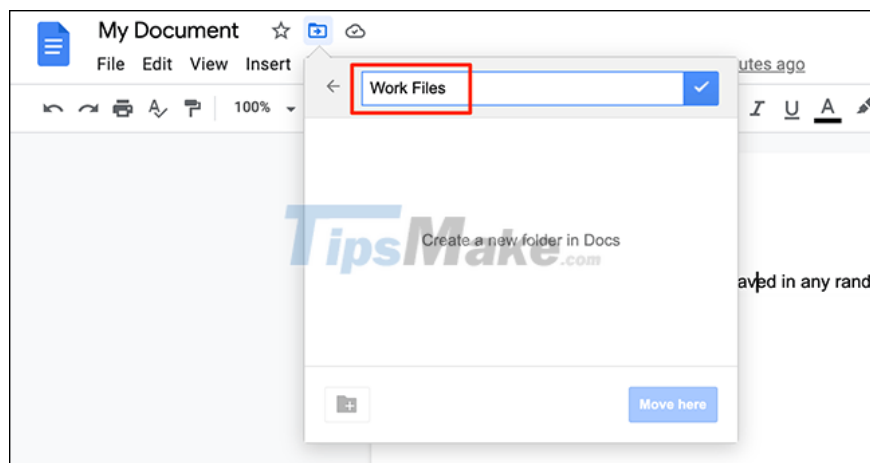
On the document page, in the editing area, click the 'Move' option which has a folder icon, located right next to the document title.



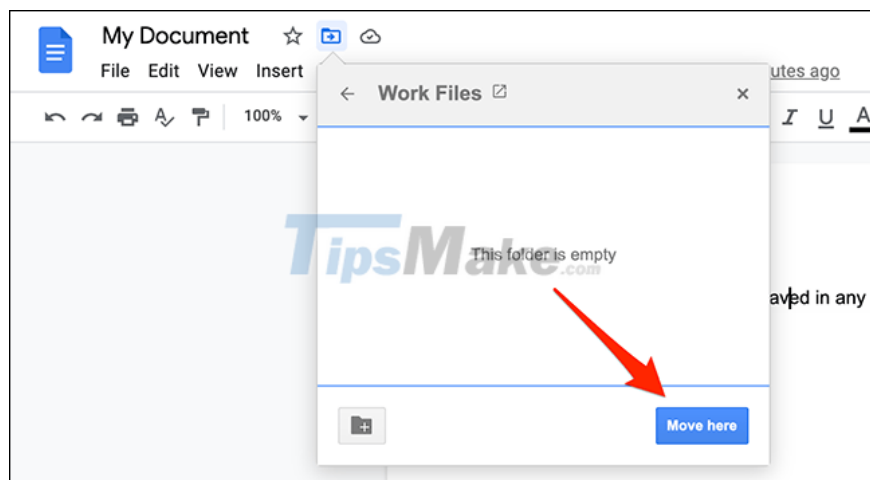
Immediately, you will see the folders available on your Google Drive. Here, navigate to the location where you want to create a new folder. Then, in the bottom left corner of this menu, click the 'New Folder' option.



Next, enter a name for this new folder. Then, next to the name field, click the checkmark icon. This will create a new folder with the name you gave it.



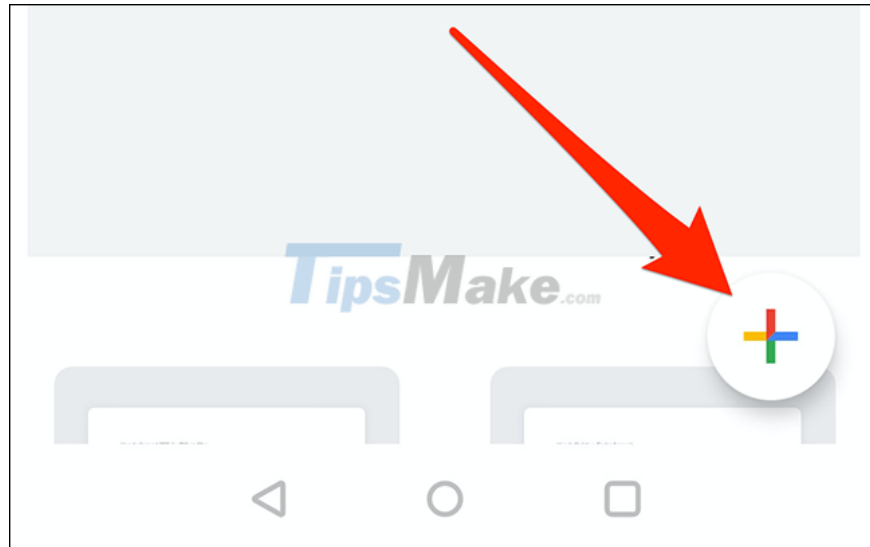
Finally, click 'Move Here'. This will move your current document to the newly created folder.



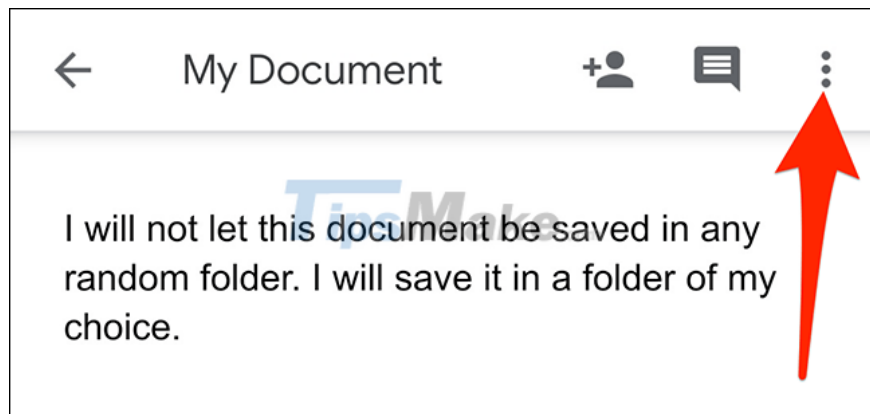
That's how you can create new folders right in Google Docs without leaving the document editing screen!

## How to create folders in the Google Docs mobile app

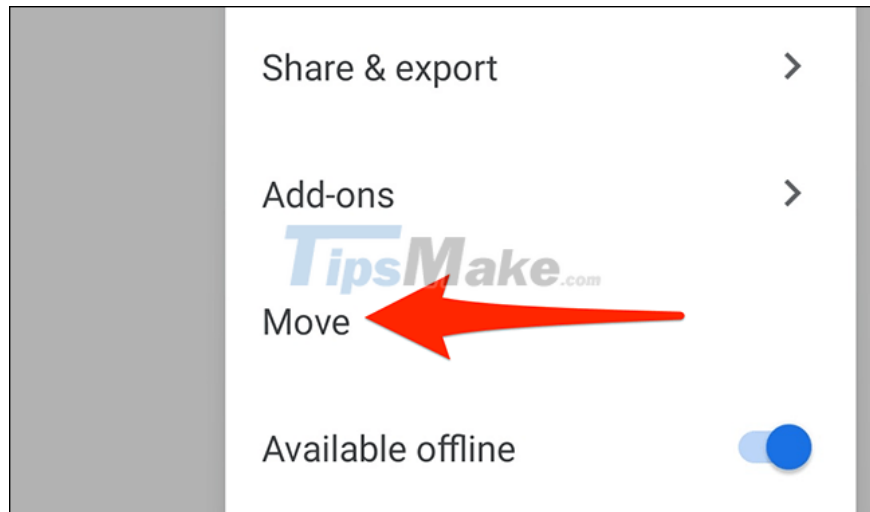
First, launch the Google Docs app on your phone or tablet. Then, tap the document that you want to move to the new folder. Or, to create a new document, click the '+' (plus sign) in the bottom right corner.



On the document editing screen that opens, from the top right corner, tap the vertical ellipsis icon.

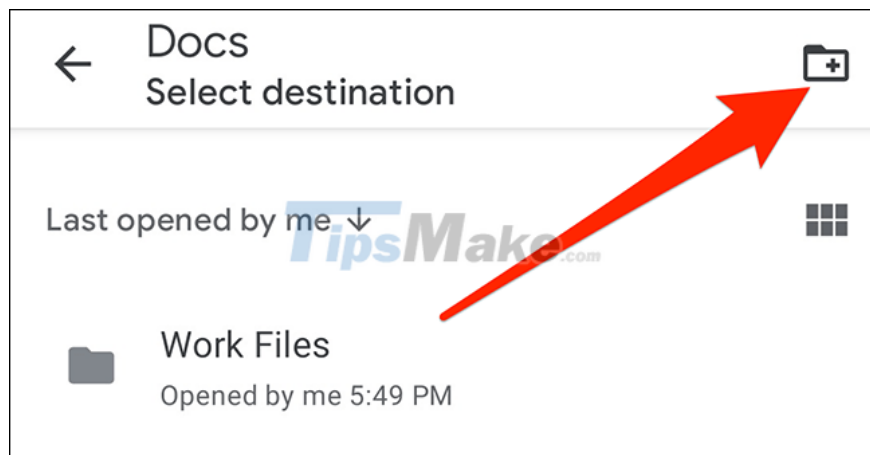


In the menu that appears, click 'Move'.

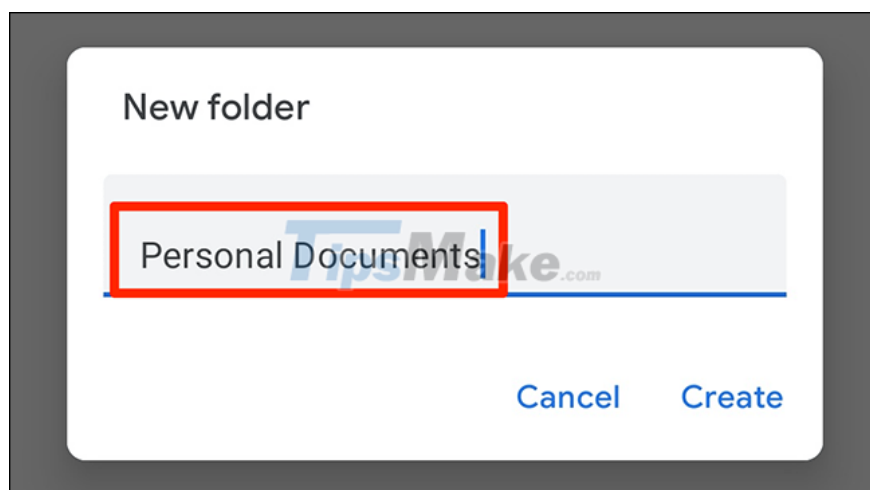


You'll see a 'My Drive' screen showing your Google Drive folders. On this screen, navigate to the location where you want to create a new folder.

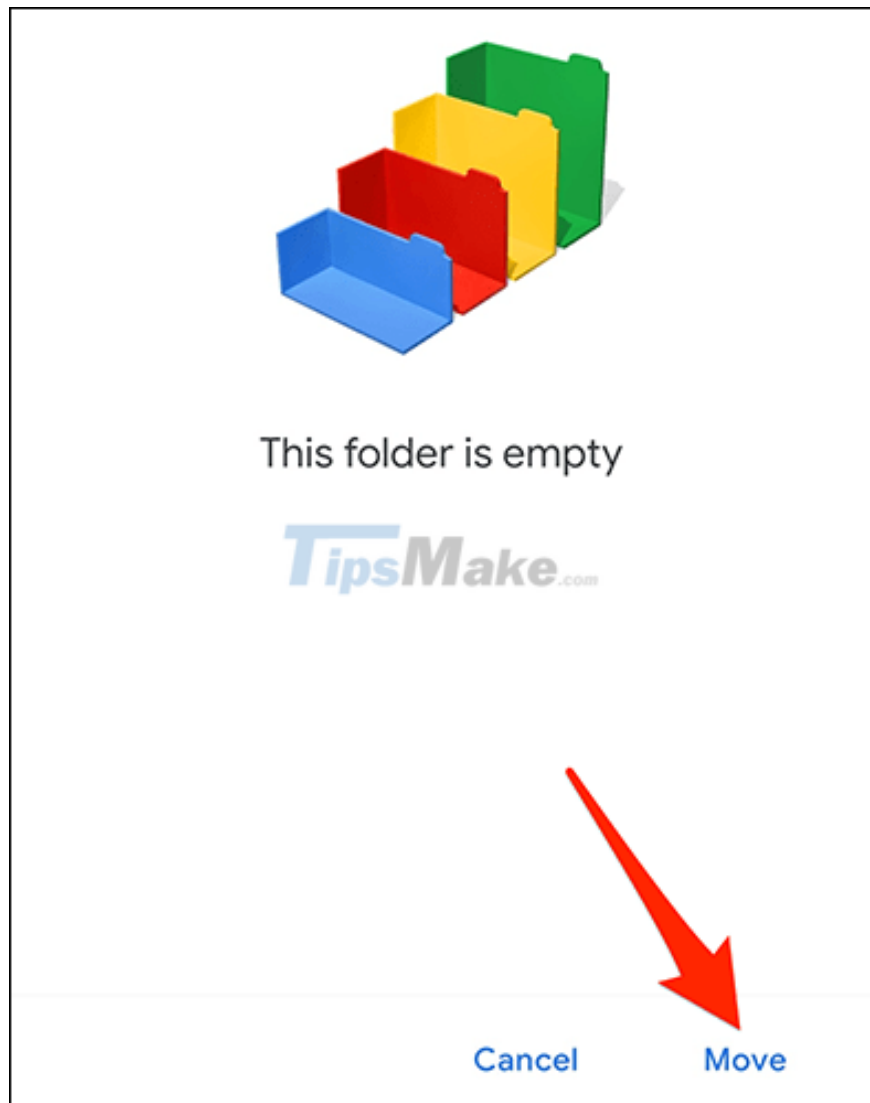
Then, tap the folder icon in the top right corner of the screen.



The "New Folder" message will open. Here, tap in the text field and enter the name of the folder you want to create. Then click on 'Create'.



Google Docs will create a new folder immediately. Now, click 'Move' in the bottom right corner of the screen. This will move your current document to the newly created folder.



It's all simply that. Hope you are succesful.

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